

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2011-148 Issue Date: 07-19-11 Closing Date: 08-01-11

**Substitute Cook Aide**

**(5) Positions**

**Yakama Nation Head Start**

**Department of Health & Human Services**

**Hourly Wage: \$9.38/intermittent/On-Call**

**Location: Wapato-White Swan**

This is a general food service worker for the Yakama Nation Head Start Program. The employees occupying the positions of this class are responsible for assisting in the preparation and serving of meals. Work involves assisting the Cook prepare food items by opening and warming canned vegetables; cutting and peeling fruits and vegetables; preparing salads and deserts; assembling sack lunches; setting up tables and serving meals; cleaning tables, kitchen area and cooking equipment, and participating in menu planning. Incidental work may entail taking inventory of food supply and shopping for replacement items. After the routine is learned, the work is performed with some independence under the direction of the cook and is reviewed for compliance to instructions and health standards.

**Knowledge, Skills, and Abilities:**

- Ability to learn the methods and practices of food preparation and service.
- Ability to read, write and follow general instruction.
- Ability to learn and perform a variety of general food preparation functions.
- Ability to follow lines of authority at all times.
- Must have knowledge of Yakama Indian Nation Tribal Personnel Policies and Procedures.

**General Recruiting Indicators:**

- High school Diploma or equivalent.
- MINIMUM: Any experience or education which would demonstrate the ability to perform work.
- Must have a documented Medical Physical Examination, TB skin test, to ensure physical and mental health.
- Must possess a Food Handler's Card or ability to obtain.
- Must possess a First Aid/CPR card or ability to obtain.
- Must have reliable transportation, and proper liability insurance.
- Must be able to pass a Criminal History Background check.
- Preference given to former Head Start parent.
- Must follow the lines of authority at all times.
- Must have the ability to establish and maintain effective working relationships with all co-workers.
- Required to pass a pre-employment drug and alcohol test.